

## UCR Help - Creating Employees Form

Completion of this form is required once a year for the October monthly report. If the "Month & Year" field on the Return – A form contains a "10" for the month, you will be automatically prompted to complete the form.

The following steps should be followed to create an annual Employee form:

1. At the UCR Welcome Screen, click **"Enter UCR"**. Before an individual can access the UCR website or create a new report, the agency and the agency's designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency's authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.
2. Enter User Name and Password. To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are **case sensitive**. If your User Name was registered as "BILL" and you type "Bill" the system will not accept your user name. You must type it exactly as registered.

*Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.*


After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)

http://www.mshp.state.mo.us/ucr/ucr.nsf - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

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 **UNIFORM CRIME REPORTING** 

**Reports By Date**

Agency Profiles  
Return A's  
View Reports  
Create Reports  
MoUCR Manual  
Comment  
View Comments

	Form	Agency ORI	Agency Name	Completion	Approval
✗	11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault				
✗	10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle				
✓	09/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending
✓	04/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending

Help | Contacts | FAQs | UCR Home | DPS Home

Internet

- A list of available Return-A forms will be displayed in the **Reports by Date** window on the UCR homepage. Double click on the Return-A form for the month of October so that the report can be created.

Date	Form	Agency Name	Jurisdiction ORI	Comp Status	App Status
10/2001	ReturnA	MANUAL VIN LOOK-UP-MOSP TRP F	MOVIN0000	Incomplete	Pending
Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle SuppA created 01/10/2002 01:45:24 PM by Julie Hand Over18 created 02/13/2002 01:36:42 PM by Julie Hand					

Double Click

- From the table at the bottom of your Return – A form, click the **“Create Employee”** button to create a new annual Employee form.

Required	Create Supp. A	Complete	Under 18 Has Been Completed
Complete	Homicide Has Been Completed	Not Req'd	Over 18 not Required
Not Req'd	Arson not Required	Not Req'd	LEOKA not Required
Required	Create Employee	Not Req'd	Domestic Violence not Required
Not Req'd	ClanLab not Required		

Click

- Enter your statistics into the applicable fields of the Employee form.

**NOTE: All fields must contain a number before you can save the form.**

	Male	Female	Total
1. <b>Full-time law enforcement officers</b> - Include all full-time sworn law enforcement officers who were on your department's payroll as of October 31 and who work your normal full-time workweek. Include the Chief, Sheriff, Commissioner, Superintendent or other sworn department head. <b>Do not</b> count special officers, merchant police or others who are not paid from law enforcement funds.	<input type="text"/>	<input type="text"/>	
2. <b>Full-time civilian employees</b> - Include all full-time civilian employees who were on your department's payroll as of October 31 and who worked your normal full-time workweek. Include clerks, stenographers, mechanics, etc., who do not have police powers. <b>Do not</b> count school crossing guards. <b>Do not</b> count employees not paid from police funds.	<input type="text"/>	<input type="text"/>	
3. <b>Total full-time law enforcement employees</b> - Enter the total number of full-time law enforcement officers and civilians on the payroll of your department as of October 31. This should be the total of line 1 and line 2.			

- When you have completed entry of the supplemental data, click the **“Zero-fill Remaining Fields”** button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all the fields must contain a value. To ensure all fields have a value, a user should click the **“Zero-fill Remaining Fields”** button. This automatically puts a zero in all empty fields.

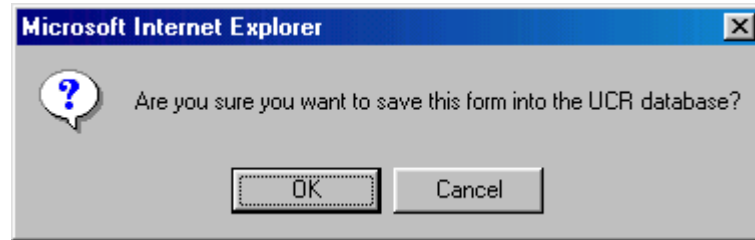
Zero-fill Remaining Fields

SUBMIT

CALCULATE

Click the **“Calculate”** button to compute the totals for rows 1-3.

8. Click the “**Submit**” button to submit report.
9. You will be prompted with the message “*Are you sure you want to save this form into the UCR database?*” Click “**OK**” to submit the form or “**Cancel**” to return to the Employee form and make modifications.



10. If the Employee form was submitted without error, the message “*Your Document has been saved!*” will appear and you can continue to the next form by clicking “**Click Here**” and selecting the next form from the table at the bottom of the Return – A form. If you see a message indicating your Employee form was not successfully saved, note the reason given and click the “**Click here to return to your Employee form**” link. Make the necessary changes to your Employee form and resubmit.